The Online SC-SIC Membership and Information Reporting System

The SC-SIC Member Network catalogs School Improvement Council membership and reports on SIC compliance with SC state law. The Member Network is unique to SC-SIC and is the only system of its kind in the state's public education community, documenting thousands of individuals devoted to advancing civic engagement in public education in South Carolina. The information below describes what you need to know in order to use this valuable public education resource.

USER ACCOUNTS

- SIC District Contacts coordinate entry of SIC membership information by assigning data entry responsibility to the individual schools' administrative offices or by entering all schools' SIC membership information from the school district office. All SIC District Contacts are encouraged to obtain District User Accounts in order to oversee SIC membership reporting and compliance.

- **Passwords for previous-year user accounts will not work for the current school year.** All user accounts (school and district) are deactivated on July 1 of each year.

- **To obtain new School or District User Accounts**, school administrative personnel and SIC District Contacts should visit the SC-SIC Member Network home page and click on **"Request a user account"**.

The Member Network site can be accessed by:

➡ Going directly to the SC-SIC Member Network home page at **https://sic.ed.sc.edu/network/**
- OR -

➡ By clicking the Member Network logo on any page on the SC-SIC website at *sic.sc.gov*.
- OR –

By visiting the SC-SIC web site at *sic.sc.gov* and clicking the **"SC-SIC Member Network"** button on
➡ the left-hand side of the page, and then clicking the Member Network logo.

- **You may reactivate your old account.** When you log into the system with your **email address and last year's password** you will be prompted to reactivate your account. The account will be reactivated and the system will email a **NEW PASSWORD** to the email address associated with your account. Please email Claudia Wolverton at **wolverto@mailbox.sc.edu** with any questions.

- Emailed requests for reactivation must be sent **from the email address on the existing account**.

- After receiving a password, District and School Users can log onto the system to enter or obtain membership data for their SICs. **Please note: passwords are not issued automatically upon submitting a request for a new account as requests are reviewed and acted upon by SC-SIC staff.**

- <u>**Only district and school personnel are authorized to obtain SC-SIC Member Network User Accounts and/or enter SIC membership information.**</u>

SC-SIC MEMBER NETWORK ADVANTAGES

- **"View the SIC Members" is a Read-only function that enables the public to view SIC membership and Compliance Reports for all School Improvement Councils**. No password is necessary to access Read-Only information. The information is not downloadable.
- **"View the SIC Members"** also contains two years of the **SIC *Report to the Parents*.** School and district account-holders should upload the current year's *Report* **no later than June 1.**
- The previous school year's *Report to the Parents* as well as the current school year's *Report* is available to the public in this view.
- SIC member contact information and Compliance Reports for individual School Improvement Councils are immediately available to school and district account holders.
- Account holders may easily download School Improvement Council membership contact information in an Excel-compatible format via the Member Network.

SCHOOL IMPROVEMENT COUNCIL COMPLIANCE REMINDERS

Councils must include a minimum of:

- 2 parents elected by parents
- 2 teachers elected by teachers
- 2 students elected by students (in schools with grades 9 - 12)

The Elected to Appointed Ratio

- There must be **twice as many Elected members as Appointed** members.
- There must be **one-half as many Appointed members as Elected** members.
- If a council has an odd number of Elected members the number of Appointed members must be adjusted by rounding up or down by 1.

IMPORTANT POINTS:

- **Ex-Officio members do not count in the Elected / Appointed ratio.**
- **Appointed members should not be teachers or parents with children at the school.**
- **Appointed members should be drawn from community members that <u>represent the non-parent taxpayer</u> as much as possible.**
- **By South Carolina state law, all SIC membership MUST be reported to the SC School Improvement Council by <u>NOVEMBER 15</u> of each school year.**
- **The SIC *Report to the Parents* should be uploaded to the Member Network by June 1.**